



C.L. "Butch" Otter  
Governor

## BOARD OF CORRECTION

"Protecting Idaho through Safety, Accountability,  
Partnerships And Opportunities for Offender Change"

Robin Sandy  
Chairman

Carolyn Meline  
Vice-Chairman

Jay Nielsen  
Secretary

### **Board of Correction Meeting Minutes**

**April 2, 2008 – 1:00 – 5:00 PM MT**

**Idaho Dept of Correction / Board Room**

**1299 N. Orchard St., Suite 110, Boise ID. 83706**

#### **Attendees:**

Robin Sandy – Chairman  
Jay Nielsen – Secretary  
Andrea Bickley – Management Assistant  
Debi Jessen – Administrative Assistant  
Teresa Jones – Admin. Support Mgr.  
Paul Panther, Deputy Attorney General  
Phillip Valdez, Warden ICC  
Jeff Ray, PIO  
Randy Blades – Warden Virtual Prisons  
Rocky Bogert – East End HOA  
Shannon Cluney – Virtual Prisons  
Lisa Applebee – ACHD  
Sharon Burke – Association of Counties  
Walt Femling – Rocky Mountain Corrections  
Andrea Mihm - CCA

Carolyn Meline – Vice-Chairman  
Brent D. Reinke – Director  
Pam Sonnen – Division Chief  
Rod Leonard – Virtual Prisons  
Joanna Guilfooy – DAG for PERSI  
Linda Miller – Division of Public Works  
Reed Miller – Ormond Builders  
Connie Cruz - MTC  
Pat Donaldson - Construction  
Jeff Henry – Virtual Prisons  
Rick Skinner – Certificate Counsel for MTC  
Melissa Vandenberg – Dept. of Administration  
Jay Lau – Virtual Prisons  
April Lee – Rocky Mountain Corrections

**Meeting was called to order at 1:15 p.m. MT by Chairman Robin Sandy.**

#### ***Consent Agenda***

- I. **Board of Correction Meeting Minutes Approval – March 5, 2008.**  
**Presented by Administrative Assistant Debra Jessen for the Board of Correction**

**SECRETARY JAY NIELSEN MOVED TO APPROVE THE MARCH 5<sup>TH</sup>, 2008 MINUTES. VICE CHAIRMAN CAROLYN MELINE SECONDED THE MOTION. MOTION CARRIED AND UNANIMOUSLY APPROVED.**

#### **Regular Agenda**

- II. **CAPP Resolution Approval/Signatures**  
♦ Rod Leonard presented an overview of the documents involved.

- ♦ Joanna Guilfooy went through the documents that were to be signed today.

**MOTION BEFORE THE BOARD AS FOLLOWS:**

**(1) FOR THE BOARD TO SIGN THE LEASE**

**(2) TO AUTHORIZE THE CHAIR TO SIGN (A) THE CERTIFICATE OF THE IDAHO BD. OF CORRECTION AND (B) THE TAX MATTER CERTIFICATE:**

**(3) TO AUTHORIZE THE DIRECTOR TO SIGN THE IRS FORM 8038:**

**(4) TO AUTHORIZE THE HOLDING OF THESE DOCUMENTS IN ESCROW BY JOANNA GUILFOY:**

**(5) TO AUTHORIZE THE DIRECTOR, IN CONSULTATION WITH LEGAL COUNSEL, TO RELEASE THE SIGNATURES WHEN THE DOCUMENTS ARE IN FINAL FORMS, PROVIDED THERE ARE NO MATERIAL CHANGES IN THE LEASE.**

**SECRETARY JAY NIELSEN MOVED TO ACCEPT THE ABOVE MOTION. VICE-CHAIR CAROLYN MELINE SECONDED THE MOTION. MOTION CARRIED AND UNANIMOUSLY APPROVED.**

- ♦ Presentation of certificates of Appreciation with comments by Rod Leonard:
- ♦ Joanna Guilfooy has been absolutely incredible during this entire project, I can't number the days we spent in rooms, side by side going through word by word on this project. Her advice on this project, her input and the amount of work she's done is off the charts. We would never have been able to do this project without Joanna Guilfooy, without her knowledge, she is absolutely incredible. It's been a real honor working with her on this.
- ♦ Linda Miller helped tremendously on the development of the lease/building side, the DPW work, she works at DPW. Again, we could not have done this project without Linda's help. Side by side sitting at the table going through word after word and then she would go back to her office and provide a great deal of work. We've had a lot of staff inside the department really contribute to this and make it possible, but I think it is just exceptional the external agency collaboration/cooperation has just been outstanding.
- ♦ Jason Urquhart from the Division of Purchasing, who was unable to be here today, started in the Department of Correction and just when we were starting this in 2006. He moved to the Division of Purchasing and so happened he was working with us on the team here and got the project over there as well. He was absolutely crucial in putting together the operational contract, again countless hours working with Jason. He is excellent at what he does and he has made this all possible.

**III. Warm Springs Roundabout**

- ♦ Pat Donaldson detailed the history of the Roundabout request.
- ♦ Pat gave an overview of the appraisal on the Warm Springs property done at the request of the Board.
- ♦ Paul discussed the letter of intent signed by Director Killeen and the letter received from Ada County.
- ♦ Rocky Bogert addressed the changes to the design that result in additional property taken from IDCO.

**VICE CHAIR CAROLYN MELINE MOTIONED TO APPROVE THE GIFTING OF THE PROPERTY TO THE ROUNDABOUT PROJECT AND WORK WITH THE ADA COUNTY HIGHWAY DISTRICT AND EAST END NEIGHBORHOOD ASSOCIATION PROVIDED THAT (1) A WALL OF NOT MORE THAN FOUR (4) FEET HIGH AND FIFTEEN (15) FEET LONGER THAN THE EAVE OF THE CLOSEST POINT FOR PROTECTION AGAINST VEHICULAR DAMAGE AND A JERSEY WALL AND GUARDRAIL WILL NOT BE ACCEPTABLE. (2) THAT ANY TREES OR ANY VEGETATION THAT IS REMOVED BE REPLACED, AND (3) THAT THE SETBACK BE AT TWENTY (20) FEET. SECRETARY JAY NIELSEN SECONDED THE MOTION. MOTION CARRIED AND UNANIMOUSLY APPROVED.**

**IV. Rocky Mountain Corrections Presentation**

- ♦ Walt Femling and April Lee made a presentation detailing what they offer and what they can provide to the Idaho Department of Correction.

**VICE CHAIR CAROLYN MELINE MOTIONED TO HAVE THE DIRECTOR AND A GROUP TO BE DETERMINED BY HIM DEVELOP A PROPOSAL AND DRAFT OF WHAT A PARTNERSHIP WITH ROCKY MOUNTAIN CORRECTIONS WOULD ENTAIL AND BRING IT BACK TO THE NEXT MEETING. SECRETARY JAY NIELSEN SECONDED THE MOTION. MOTION CARRIED AND UNANIMOUSLY APPROVED.**

**V. P.I.E. Building conversion**

- ♦ ICC Warden Phillip Valdez introduced Customer Relations Manager Andrea Mihm.
- ♦ Warden Valdez updated the Board on the progress of the conversion of the PIE building and the changes to the plans.
- ♦ Warden Valdez invited any interested party to attend a meeting on April 18, 2008 at 2:00 at ICC to listen to recommendations and questions or concerns regarding the final design.

**SECRETARY JAY NIELSEN MOTIONED TO MOVE INTO EXECUTIVE SESSION PURSUANT TO I.C. 67-2345(1)(b) AT 4:10 PM VICE CHAIRMAN CAROLYN MELINE SECONDED THE MOTION. MOTION CARRIED AND UNANIMOUSLY APPROVED.**

**Executive Session began at 4:10 p.m.**

*1. To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student I.C. 67-2345(1)(b). Only Board of Correction members were present during this discussion.*

**Executive session was ended at 4:55**

**XII. Final Board Discussion**

**XIII. Adjournment**

**SECRETARY JAY NIELSEN MOVED TO ADJOURN – 5:03p.m. VICE CHAIRMAN CAROLYN MELINE SECOND THE MOTION. MEETING ADJOURNED AT 5:03 PM MT.**

Submitted by:

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Debi Jessen, Administrative Assistant

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Date

Approved by:

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Robin Sandy, Chairman

\_\_\_\_\_  
Date